Location Mapping in NHSN

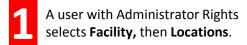**1** A user with Administrator Rights selects **Facility,** then **Locations**.

2 On the **Locations** screen, read the **Instructions** carefully.

3 Complete all mandatory fields.

Your Code – Enter a code of your choice that will allow easy identification of the location.
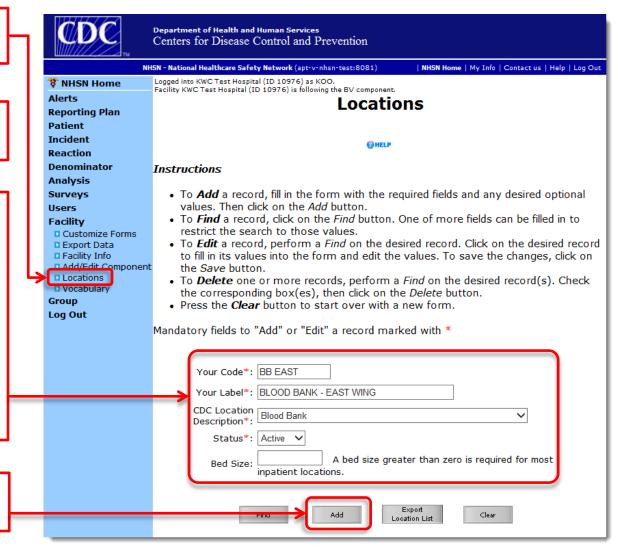**Your Label** – Enter a short description of the location.
CDC Location Description – Select the appropriate CDC location from the drop down menu.
Status – Select '**Active**' when adding a new location.
Bed Size – Enter the bed size.

4 Click on the **Add** button to save the location.

National Center for Emerging and Zoonotic Infectious Diseases
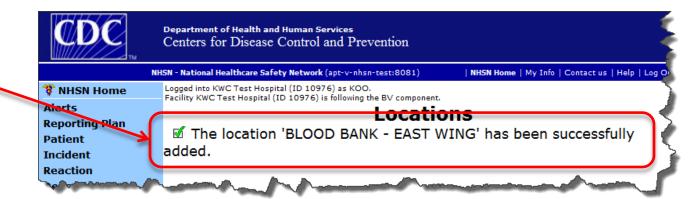Division of Healthcare Quality Promotion

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5 After successfully adding a location, it will be available in all active components.

Important Tips:

- Facility locations are shared across components. Confer with the Primary Contacts of all components before deleting or making changes to locations in NHSN.

- **Most** locations can be used in all components. However, there are a few locations that can only be used in specific components, modules, or facility types. These exceptions are noted in the Master CDC Locations and Descriptions document: http://www.cdc.gov/nhsn/PDFs/pscManual/15LocationsDescriptions_current.pdf.

Biovigilance Component website: http://www.cdc.gov/nhsn/acute-care-hospital/bio-hemo/index.html
NHSN user support: nhsn@cdc.gov